

CONFIDENTIAL

9 August 1951

Report for Week of 6 - 11 August 1951:

MEMORANDUM FOR:

25X1A9a

FROM :

1. Returned from six weeks leave, five of which were spent working on MA in Political Theory. Was able to accomplish considerable towards its completion.

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2. Submitted to the Director of Training after coordinating with Mr. [REDACTED] and members of the Staff, proposed dates for the next two orientation courses.

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3. After surveying the auditorium, prepared a list of things which should be done prior to the next program. Discussed list with Mr. [REDACTED] who felt that all could be accomplished on time. This includes the installation of the ventilating equipment previously procured.

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4. Preparing a summary of pertinent suggestions for improvement of course culled from the questionnaires submitted at the last session.

5. Have appointment with Mr. [REDACTED] to discuss the possibility of having a machine run made, giving names of all employees who have entered on duty since 1 October 1950. This list to be used as a check on our attendance records for the course.

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cc: Dr [REDACTED]

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